



# FIRST AID POLICY

## PURPOSE

To ensure the school community understands our school's approach to first aid for students.

## SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

## POLICY

From time to time Meeniy Primary School's staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing

The principal will ensure that Meeniy Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Meeniy Primary School's trained first aid officers are:

- Gene VanderZalm                      Training date – 31/03/2022
- Donna Russell                         Training date – 01/03/2021
- Jo Healy                                 Training date – 02/05/2022

### First aid kits

Meeniy Primary School will maintain:

- First Aid supplies will be stored in the Sick Bay.
- We will have: 1 portable first aid kit (backpack) and 3 portable first aid kits (bum bags), which may be used for excursions or camps. The portable first aid kits will be stored in the Sick Bay.

Staff are responsible for restocking portable first aid kits after use.

Janelle Smedley is responsible for maintaining first aid supplies in the Sick Bay and will complete annual checks and stocktakes on all kits as per DET OH&S rules and regulations.

### Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Sick Bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

### First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.

- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Meeniyana Primary School will notify parents/carers by sending a note home to parents/carers.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student, Meeniyana Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## COMMUNICATION

In accord This policy will be communicated to our school community in the following ways:

- Available publicly on the school website
- Discussed at staff briefings/meetings as required
- Available in hard copy from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid policy:

- Anaphylaxis Policy
- Asthma Policy
- Administration of Medicine Policy
- Health Care Needs Policy

## REVIEW CYCLE

This policy was last updated on 03/10/2022 and is approved by the Principal. It is scheduled for next review in October 2025.